2014 Statement of Economic Interests – Form 700
Filing Officer Informational Fact Sheet
Multi-County Agencies

FPPC Contacts

For filing officer information:

Gail Perry
gperry@fppc.ca.gov 916-323-3213

Annual Deadline: April 1, 2014

Forward original statements required to be filed with the FPPC (generally the head of your agency and board and commission members) **by April 7, 2014** to:

Fair Political Practices Commission
428 J Street, Suite 620
Sacramento, CA 95814

Do not forward original statements to the FPPC unless your conflict-of-interest code specifically requires you to do so. This information is typically located in the second paragraph of the first page of your agency's conflict-of-interest code.

Answers to reporting questions:

Use: advice@fppc.ca.gov or
866-275-3772 (866-ASK-FPPC)

Reporting rules change each year. FPPC staff strongly encourages filing officers to refer employees to the FPPC for reporting advice.

Training Seminars and Webinars:

Click below for dates and locations:
http://www.fppc.ca.gov/index.php?id=359

Your Checklist

For all statements:

- Notify filers about the deadline (may provide email notification). **Be sure to provide filers with a copy of their disclosure categories from your agency's conflict-of-interest code.**
- **Date stamp all statements.**
- Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)

For original statements that you forward to the FPPC:

- Forward assuming office, leaving office, and candidate statements to the FPPC **within five days** of the filing deadlines.
- Keep copies for four years. (Sec. 81009)

*For original statements that you **do not** forward to the FPPC*:

- Keep originals for seven years. (Sec. 81009)
- Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- Continue to monitor when assuming office, leaving office, and candidate statements should be filed.
- Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines for Form 700 Filing Officers on our website for guidance.

Reporting News

Gift Limit
The gift limit for 2013 was $440 and will remain in effect until December 31, 2014. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on our website.

Electronic Filing
Agencies may now implement full electronic filing of Form 700s. For more information, see FPPC's website here:
http://fppc.ca.gov/index.php?id=272

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Appointments – Form 806
Do your agency members receive $250 or more to serve on **other** boards or commissions? Click here for Form 806: *http://www.fppc.ca.gov/index.php?id=635*

New Positions – Form 804
Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict-of-interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.

Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Use of the form is recommended as it promotes uniform reporting among agencies. Form 804 is retained at your agency is found here: *http://fppc.ca.gov/index.php?id=500*

Example: Your agency recently hired an IT Specialist. This is a brand new position, and thus, is not yet included in your agency's conflict-of-interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.

Consultants - Form 805
Local government agencies may use Form 805 to identify consultants that will make or participate in making governmental decisions. Form 805 identifies the disclosure requirements for individuals serving in these positions and is retained at your office. For more information, refer to the FPPC website and Regulations 18701 and 18734.

Form 802 - Send to FPPC
Restrictions and reporting requirements apply to the distribution of tickets and passes by local government agencies. Agencies are required to disclose the recipients on Form 802 and send this form to FPPC for posting on our website. For more information, see Regulation 18944.1.

2014 Elections
Candidates running for a position listed in your agency's conflict-of-interest code are required to file a candidate statement (Form 700) with the county elections office where they file their declaration of candidacy. You may need to provide a copy of your agency's conflict-of-interest code to these candidates. It is recommended that you post your agency's code on your website.

Candidate Form 700s are due no later than the final filing date for the declaration of candidacy. See Form 700 and Reference Pamphlet for Candidate Statement Form 700 exceptions.

Form 700 by the Numbers - 2013

- 25,000 – Approximate number of original statements FPPC received
- $11,700 – Amount of late fines collected by FPPC
- 99 – Number of FTB referrals
- 200 – Number of Enforcement Referrals

Conflict-of-Interest Code Reviews Due in 2014
The Political Reform Act requires each multi-county to review its conflict-of-interest code biennially and notify the FPPC as to whether it needs to be amended. The biennial notice must be submitted to the FPPC no later than October 1, 2014. Your agency will receive further information on this requirement later in the year.

Advice E-mail: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772
Jan/2014

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FAQs

Q – I have a filer on military leave. Do I send the Form 700 overseas for the filer to complete?

A – No. Simply note this in your log (or, in the case of an individual whose statement is forwarded to FPPC, notify us) and have the individual file his/her annual statement upon returning.

Q – Is an amendment request necessary if the "total number of pages" line on the Cover Page is left blank?

A – No. Listing the total number of pages included with the Form 700 filing is not required by law; it is included simply as a tool to ensure that all pages are received.

Q – A board member is already filing a statement for her position as a city council member. Must she file a statement for her position on a multi-county agency?

A – Yes, because the jurisdiction and disclosure requirements for the multi-county position are different, she must either file an expanded statement for both positions or file a separate statement for the multi-county agency. Instructions for completing expanded statements are included in the Form 700.

Q – Does a board member who has been reappointed, or an employee who moved from one designated position to another designated position within our agency, have to file a leaving office and an assuming office Form 700?

A – No. As long as there was not a break in service of 30 days or more, the person will continue to file annual statements.

Q – A newly appointed commissioner assumed office on October 15, 2013, and filed an assuming office statement. Must he file an annual statement on April 1, 2014?

A – No, any filer who assumed office between October 1 and December 31, 2013, and filed an assuming office statement does not need to file an annual statement until April 1, 2015. The period covered on the newly appointed planning commissioner's statement is October 16, 2013, through December 31, 2014.

Q – The executive director for a multi-county agency is required to file a Form 700. He left office and filed a leaving office statement. An interim executive director has been hired from outside the agency. Are persons serving in interim positions required to file statements?

A – Yes, persons serving in interim positions must file statements in the same manner as if they were holding the positions permanently.

Q – A board member appoints a designee to serve when she cannot attend a meeting. Must the designee file a Form 700?

A – Yes, the designee must file a statement.

Q – My filers make a lot of mistakes on Parts 1 through 3 of the Cover Page. May I complete that information for them?

A – Yes, so long as you do so prior to having them complete their schedules. Once they have signed the form, you cannot make any changes to their statement. Any amendments must be completed by the filer on the appropriate amendment schedule.

Please do not use acronyms when listing agency names.